## **D-1 EDUCATION AND TRAINING**

## **Summary**

Discrepancies Repeats

## **Staffing**

Position - Education and Training Officer (ET) held position: Education and Training Specialty Track: Year(s)

Month(s)

## Mission and Staffing Notes

| Y/N/R/N | A Topic/ Detailed Question  | <b>How to verify compliance</b>  | Discrepancy Write up  | Notes |
|---------|---|--|---|-------|
|         | 04 Does the unit maintain hard copy testing materials IAW CAP regulations?  | a) Hard copy storage location will be inspected on site ONLY if testing materials are stored.                      | (Discrepancy): [xx] (D-1 Question 04a) Unit failed to maintain hard copy testing materials in a lockable (key or combination) cabinet or  |       |
|         | a) Are all hard testing material stored in a lockable (key or combination) cabinet or container?  | b) Unit will provide copies of the TO inventory logs for the past 2 years (if tests were stored during that time). |   |       |
|         | b) Does the TO conduct a test<br>materials inventory at least<br>every six months and whenever<br>the TO or Assistant(s) TO<br>changes? | ,  | (Discrepancy): [xx] (D-1 Question 04b) Unit failed to conduct a test materials inventory at least every six months and whenever the TO or Assistant(s) TO changed for the last 2 years since testing materials were stored IAW CAPR 40-2 para 6.8.2 | t     |

05 Do composite and/or cadet squadrons which use paper tests have a TO appointed?

Using eServices Testing Officer duty assignment report for Composite and Cadet subordinate units verify that a TO is appointed. To determine whether a unit is a Composite or Cadet squadron, use the eServices organizational report.

(Discrepancy): [xx] (D-1 Question 05) Units in the wing failed to appoint a Testing Officer IAW CAPR 40-2 para 6.5.